



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

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Chief of Staff

***Position Announcement
Open Competitive***

Bureau of Government Affairs/GNR Division

POSITION TITLE: Senior Deputy Attorney General

DUTY STATION: Carson City, Nevada

SALARY: Employee/Employer Paid = \$96,402.96 - \$106,904.00
Employer Paid = \$85,407.24 - \$94,711.00

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This Senior Deputy Attorney General position will represent the Nevada Secretary of State, the Division of State Lands, the Unclaimed Property Division of the State Treasurer's office, and other clients. The position falls under the direct supervision of the Chief Deputy Attorney General of the Government and Natural Resources Division and includes supervisory responsibilities. Duties include handling all aspects of litigation including researching and drafting pleadings, preparation of motions, and briefs, developing litigation strategy, conducting discovery and appearing before both state and federal courts. The Senior Deputy Attorney General provides day-to-day, "general counsel" advice to client agencies concerning a variety of matters including the application of state and federal election laws, public records, commercial recordings, business license issues, notaries, etc. This position has a high level of visibility and importance due to upcoming local, state and national elections, campaign finance and initiative petition-related issues and litigation. Additionally, the Senior Deputy Attorney General will be responsible for understanding and advising clients on laws applicable to natural resources and state lands, public records, and the open meeting law. This position may require some travel. The successful candidate will be expected to work closely with other deputies assigned to represent government and natural resource clients.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies as both a team leader and a team member. The individual will have analytical, legal research and writing skills, fully developed public speaking ability, knowledge of federal and state laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes litigation, appellate work, a wide array of transactional work, personnel advice and litigation.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires a working knowledge of and demonstrated experience with Nevada and federal civil procedure to be used in conjunction with motions for preliminary injunctions, appeals, writ petitions, and emergency motions in state and federal courts for use at both trial and appellate levels. Some knowledge of state personnel laws and procedures, the Nevada Open Meeting Law, the powers and duties of the State Attorney General, legislative processes, and ethics is required. Computer usage skill for research, document preparation and timekeeping is required.

SKILLS REQUIRED:

Applicants must possess skill in effective written and verbal communication and the ability to prepare and present administrative and judicial cases. Effective appellate advocacy and the ability to analyze complex legal issues as well as the ability to apply general legal principles to resolve problems and issues are required. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time effectively. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes and styles. Applicants should be demonstrably able to exercise sound judgment and an even-tempered approach to problems, even when under significant time pressure and in sensitive situations.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada and outside the state. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EDUCATION AND EXPERIENCE:

Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

INTERESTED APPLICANTS should send their letter of interest and resume by way of e-mail, fax or regular mail to:

Chief Deputy Attorney General Marta Adams
Nevada Attorney General's Office
100 N. Carson Street
Carson City, Nevada 89701
Fax: 775-684-1108
Email: madams@ag.nv.gov

Please submit the foregoing no later than close of business on Wednesday, **June 17, 2015**.

The Attorney General's Office is an Equal Opportunity Employer.